

## Functional Skills (English & Maths) Policy

Functional Skills will provide the necessary understanding, knowledge and skills for learners to progress within life and work. It will prepare learners to the next educational or employment stage with S&B Automotive Academy.

Functional skills will be delivered via block training weeks with focus towards employability and life skills. Using active, and inspiring teaching and learning methods; Functional Skills will provide learners with a holistic approach to learning combined with employability and introduction to sector skills to encourage and support their learning journey.

The implementation of the policy is intended to improve the quality of the learner experience by developing the individual's ability to apply the fundamental skills that underpin most vocational and professional work. Developing Functional Skills will improve the learner's personal effectiveness and employability. This policy will ensure that Functional Skills are relevant to learners' needs and are effectively delivered.

This policy sets out S&B Automotive Academy's objectives and strategies for planning, managing and delivering Functional Skills, as well as describing aspects of quality assurance and staff development relating to the delivery of Functional Skills. The strategies within Functional Skills policy apply to Functional Skills across all qualifications and stand-alone qualifications for all learners where appropriate.

S&B Automotive Academy believes that Functional Skills are important to educational, employability and personal development for learners because they are:

- Essential for individuals to function in everyday life, work, leisure and education
- Necessary in developing a commitment to lifelong learning to enhance the lives of individuals, improve employability in a changing labour market and to create the skills that our economy and employers need
- Help towards meeting the Government's drive for improvements in the maths and English skills of all learners

### Delivery staff – including Tutors / Learning Support

- Providing high quality learning experiences through active and innovative teaching and learning and coaching methods to inspire and challenge all learners, to enable them to extend their knowledge, skills and understanding
- Setting and achieving high but realistic expectations and targets for achievement at course level to motivate learners
- Monitor and track learner's progress through rigorous and informative action plans / training reports
- Learners will complete an online BKSB (Basic and Key Skill Builder) assessment where not exempt at Level 2 (or equivalent). This initial assessment (IA) will give a clear indication of their current level in English and/or maths from Pre-Entry 2 – Level 2.
- All learners will receive an Individual Learning Plan based on the BKSB IA, the diagnostic outcome with mandatory attendance at face-to-face lessons with a Functional Skills tutor alongside access to online and paper resources.
- To provide supportive feedback to learners so learners understand how to improve following an assessment of their learning

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- Planning schemes of work and assessment in line with Functional Skills
- Continually develop teaching, learning and assessment practices through reflective and evaluation of sessions
- Effective registration, examination entry arrangements in line with awarding body regulations
- Learners on a Level 2 apprenticeship will be supported and expected to work towards and take the assessment at Level 2 maths and English (where not exempt).

### Quality Assurance

The Quality Assurance of Functional Skills will be partially through S&B Automotive Academy compliance procedures, such as Standardisation, Evaluation and Observation of Teaching and Learning. It is therefore vital that Functional Skills are incorporated within these processes for every course.

It is absolutely vital that all course tutors assess and deliver to the criteria/standards. Consistency/standardisation will be addressed through the following:

- Staff development sessions led by tutoring team or external courses
- Discussions and co-ordination within course team
- Through the work of external bodies
- Peer observations
- Quality Assurance checks
- Feedback from external standards moderators liaising with Functional Skills tutors

### Timetabling and Teaching Hours for English and Maths

All learners working towards the completion of Functional Skills will have the below allocated for directed learning, delivered by Education Specialist Teachers:

- 6 hours directed learning per week / training block
- 1.5 hours directed learning per day (Tues-Fri)
- Examinations to be facilitated Friday AM unless otherwise arranged

Learners who require additional learning hours will be arranged for 'off block' visits.

### Exemptions

All learners must be reviewed for exemption from English and maths prior to commencement of chosen programme, as detailed in the Prior Learning and Initial Assessment policy. Exemptions will be reviewed against the list of acceptable current and prior qualifications, linked below.

#### **For standards:**

<https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>

#### **For frameworks:**

<https://acecerts.co.uk/web/acceptable-evidence>

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